Consent for Treatment/HIPAA Completion Process for Clerical Staff
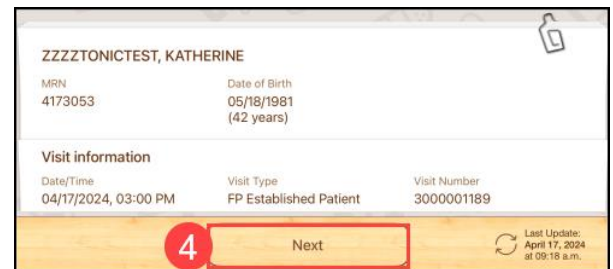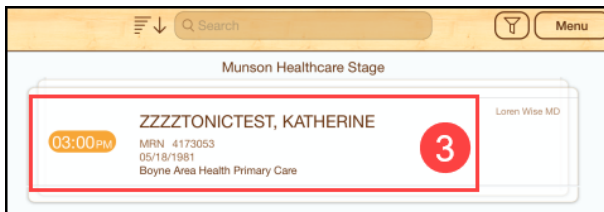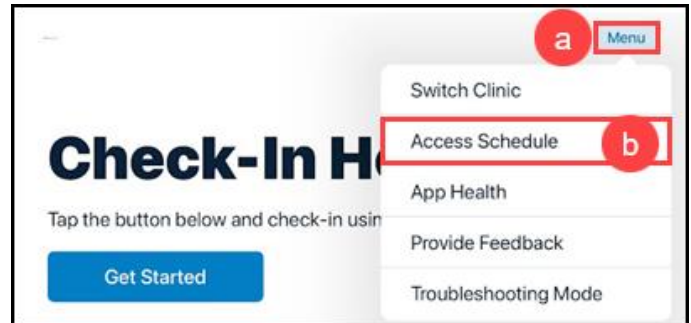
Consent Form Collection

Utilizing Tonic application for the patient check-in process will ensure the correct HIPAA and consent forms are collected.
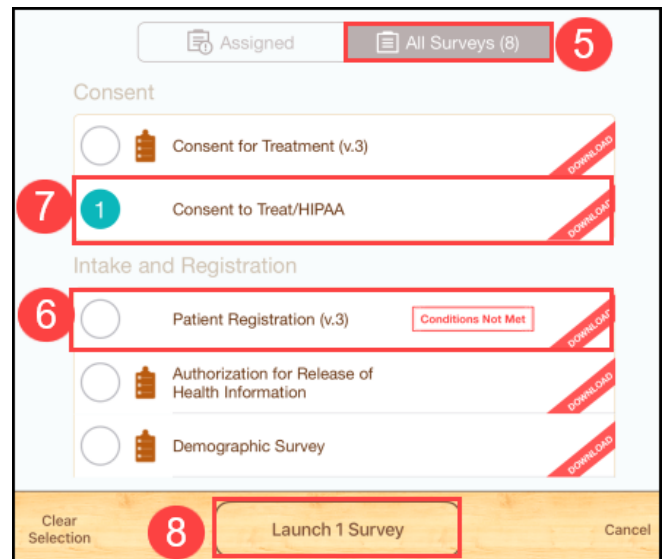
Note: This workflow replaces Wacom use. Collection of Consent to Treat/HIPAA forms will follow this process.

Navigate to Tonic Consent form collection:

1. Enter the Schedule View.
   Note: Schedule View is the default view when logging into the Tonic iPad application.

2. If the iPad is in Self Check-In Mode:
   a. Click **Menu** in the upper right corner.
   b. Select **Access Schedule.**

3. Select the appropriate patient.
4. Confirm patient information and click **Next**.

5. Select All Surveys.

6. Click the radio button to Deselect Patient Registration.
7. Click on Consent to Treat/HIPAA.
   - There will be a number 1 in the circle next to Consent to Treat/HIPAA.

   - The patient will complete both the **Consent to Treat** and **HIPAA** forms within Tonic e-Registration.

8. Select Launch 1 Survey.

9. The Welcome screen indicates the survey is open and ready for the patient to complete the survey.